



Department of Business and Industry

Nevada Division of Insurance

1818 E. College Pkwy, Suite 103, Carson City, Nevada 89706 Phone: (775) 687-0700 Fax: (775) 687-0787 Web: doi.nv.gov

CERTIFICATE OF REGISTRATION FOR UTILIZATION REVIEW

All Business Entities:

“Business entity” refers to a corporation, limited liability company, limited liability partnership and associations or other legal forms of organization. A business entity that is required to be licensed in this state, that transacts insurance without a license, is subject to an administrative fine of not more than \$1,000 per act or violation.

Name Approval: Applicants must contact the Division of Insurance (Division) for a verbal name approval prior to completing any articles of incorporation, articles of organization or amendments with the Secretary of State’s (SOS) office, or prior to filing any DBA/Fictitious Firm Name filings with the appropriate Nevada County Clerk’s office.

Division Phone: (775) 687-0700

Division General E-mail: insinfo@doi.state.nv.us

Corporations, Limited Liability Companies, Limited Liability Partnerships and Associations, etc.:

Contact the [Nevada Secretary of State](http://www.nvsos.gov) (SOS) to obtain forms, instructions and applicable fees.

SOS Phone: (775) 684-5708

SOS Web site: www.nvsos.gov/business/forms/index.asp

Articles of Incorporation (Articles) Purpose Clause: Business entities whose purpose is to engage in the business of insurance are required to file with the SOS and must include the following statement within the purpose clause of the entity’s Articles of Incorporation: “To engage in the business of insurance in all lines of authority permitted under the license issued in compliance with Nevada Revised Statutes (NRS) and Nevada Administrative Codes (NAC).” The articles or amendment must be forwarded to the Division prior to being filed with the SOS by either of the following methods:

- **Mail the Articles or amendment** to the Division’s address with the fee for the SOS in a separate sealed envelope labeled “Secretary of State” or “SOS.”
- **Fax the Articles or amendment** to the Division’s office. Upon approval of the Articles or amendment, the Division will fax the information to the fax number provided by the applicant for filing with the SOS. The Division’s fax number is (775) 687-0787.

Upon the Division’s approval of the Articles or amendment, the Division will forward its approval to the SOS for its consideration. When the SOS completes its review and approval process, the business entity will be required to furnish a filed copy of the approved Articles or amendment.



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Certificate of Registration for Utilization Review

The Application for Certificate of Registration for Utilization Review (UR) that is submitted to the Division of Insurance must include the following:

1. A summary of the plan for utilization review;
2. The procedures to appeal determinations made through UR (Tab this page);

The registration fee of \$ 310.00, if applicable;

If using a DBA in Nevada, a "filed" copy of the fictitious name form filed with the appropriate Nevada County Clerk's office. A listing of county clerk's offices may be downloaded from the Division's Web site at www.doi.nv.gov, Form 346;

A filing fee of \$10.00 is required for each location. A duplicate license will be issued to each branch location. The Additional Location Form, Form 322, may be downloaded from the Division's Web site at www.doi.nv.gov.

The registration fee does not apply to:

1. An authorized insurer;
2. A fraternal benefit society that is certified pursuant to Title 57 of the Nevada Revised Statutes (NRS), Chapter 695A of NRS. www.leg.state.nv.us/NRS/
3. A nonprofit corporation for hospital, medical or dental service that is certified pursuant to Chapter 695B of NRS;
4. A health maintenance organization that is certified pursuant to Chapter 695C of NRS;
5. An organization for dental care that is certified pursuant to Chapter 695D of NRS.

The above does not exempt affiliates and subsidiaries of such entities or contracts between such entities and independent agents who perform UR.

Registration for renewal is due on or before March 1st of each year. The renewal must include the \$310 renewal fee, the renewal invoice, the plan of operation and appeals process. Any change in the information provided must be filed with the Commissioner within 30 days after the change occurs.

Questions: Contact the Division's Producer Licensing Section's Specialty Licensing desk in Carson City at (775) 687-0700, option 1.



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Application for Certificate of Registration for Utilization Review

☐ First time Applicant ☐ March 1 Renewal Request: License # _____

FEIN Number: _____

1. Name of applicant: _____

Does applicant intend to transact business under a fictitious name? ☐ Yes ☐ No

If yes, what is the fictitious name the applicant intends to utilize in Nevada? _____

Principal business address: _____

Telephone number _____ Fax number _____

2. Normal business hours _____

3. Name, address, telephone number, fax number, and Email address of contact person for information concerning the applicant.

6. Branch offices, if any _____

Address

phone number

fax number

7. If applicant is an organization, type of business organization (check one)

☐ Association

☐ Partnership

☐ Domestic Corporation

☐ Foreign Corporation

☐ Limited Liability Company

☐ Limited Liability Partnership

8. If applicant is a partnership or association, give full names and addresses of all members. If a corporation, the full names and addresses of all officers:

Full Name

Title

Address

9. Give the name of the Medical Director of the applicant and the state in which he is licensed to practice medicine or dentistry. _____

Utilization Review Application
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10. Does the applicant agree that, if certificate is issued, only those persons named in the certificate will be authorized to act under the certificate? ☐Yes ☐No

I certify under penalty of perjury that I have read the foregoing application and know the contents thereof, that each statement therein made is full, true and correct. Any change in the information provided herein must be filed with the commissioner within 30 days after the change occurs.

Signature(s) _____

NOTE: If applicant is a co-partnership each member thereof must sign the application. If the applicant is an association or corporation, an officer having authority to bind the association must sign.

Subscribed and sworn before me this
_____ day of _____, 20_____
Notary Public in and for the County of _____

(Seal)

Registration for renewal is due on or before March 1st of each year. The renewal must include the \$310 renewal fee, the renewal invoice, the plan of operation and appeals process. Any change in the information provided must be filed with the Commissioner within 30 days after the change occurs.

Questions: Contact the Division's Producer Licensing Section's specialty licensing staff member(s) in Carson City at (775) 687-0700, option 1.

Nevada's laws and regulations are available online at www.leg.state.nv.us or www.doi.nv.gov. Producer Licensing Section forms can be found by logging on to www.doi.nv.gov.